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*Meeting
(Minutes)*

MINUTES

DD/S STAFF MEETING

10 September 1968 - 1050 Hours

25X1



2. Reporting the Loss of Classified Material and Other Significant Developments

Mr. Coffey said that a memorandum will go out today to each Office Head with a copy of the Executive Director-Comptroller's memorandum of 6 September 1967. This will serve as a periodic reminder on this subject.

DD/S 67-4660

3. Review of Employees Who Might Be Placed in the CIA Retirement System

Mr. Coffey reminded the Office Heads that the Deputy Director for Support wishes to talk with each of them after their initial screening of employees who might be placed in the CIA Retirement System is complete. These meetings should be scheduled with the DD/S prior to 1 October 1968 and before any definitive action is taken in individual cases. Mr. Coffey also commented on Col. White's interest in initiating action on individual cases when we are ready to proceed rather than wait for the end of the year.

4. T/O for SIPS

Mr. Coffey pointed out the efforts made by the DD/S to secure positions from the BALPA reserve in order to establish a T/O for SIPS; this ploy was not approved. It has therefore been decided that each Office must transfer a suitable position to the Support Services Staff for each incumbent currently assigned to that staff. This should be accomplished in October. Position slots will remain designated for the career service from which they are being provided.

5. Clerical Personnel for Vietnam

Mr. Wattles said that Saigon has indicated that they will have 17 clerical vacancies which will need coverage for the next several months. Personnel with proven skills are needed for 90-day TDY to Saigon.

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Exclude from automatic
downgrading and
declassification

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6. Assistance to Recruiters

Mr. Wattles noted the DCI's interest in exploiting all Agency contacts with educational institutions. The Office of Personnel is seeking leads to students or faculty/staff personnel at universities who may assist the recruiters in their contacts within the universities. The Intelligence and S&T Directorates have already provided the Deputy Director of Personnel and Placement with names for possible contact. Mr. Wattles foresees a shortfall of professional EODs during this fiscal year due to failure on the part of component offices to initiate processing last Spring.

7. Fund Drive

25X1 [] discussed the Combined Federal Campaign which will take place within the Agency 19 September to 17 October and quoted the Office goals for each support component.

8. Annual Awards Ceremony

Mr. Wattles commented on the Annual Awards Ceremony to be held 18 September 1968 in the auditorium. There will be the usual few recipients, who will represent the recipients of all awards, to received the 10-, 15-, and 20-year Service Certificates. It is also proposed that the DCI make a "State of the Agency" report at the ceremony.

9. Around the Table

25X1 []

25X1 [] Has discussed Commo facilities and changes with []
[] who is here on home leave.

b. Mr. Osborn:

Is planning to take [] out today for a demonstration of vault security and insecurity.

c. Dr. Tietjen:

Dr. Tietjen is anticipating a meeting with the recruiters next week to discuss testing etc, and has also scheduled the recruiters for physical examinations.

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Has been fortunate in adding a surgeon to the medical staff.

d. Mr. Richardson:

The first Senior Advanced Management Planning course is scheduled 20 to 25 October for GS-15 and above. So far, the enrollment consists of 8 from the Support Directorate, 11 from the Clandestine Services, and 1 from the Intelligence Directorate. There are no candidates as yet from S&T.

25X1 [] said that he would look into the low Intelligence Directorate enrollment, and Mr. Richardson will call the Training Officer in S&T. Absolute deadline for enrollment is 10 October.

25X1 e. []

Lists of personnel who might be considered for placement in the Agency Retirement System will go out to the several career services today.

f. Mr. Bush:

[]

25X1

g. Mr. Meloon:

Only one bid has been received for the road into West Parking, and this amounts to \$50,000. This is about \$20,000 higher than the Logistics engineers had guesstimated.

25X1 []

10. The meeting adjourned at 1130 hours.

[]

25X1

Special Assistant to the
Deputy Director for Support

Distribution:

Orig - DD/S Subject

1 - VRT

1 - DD/S Chrono

1 - RBW File

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DD/S STAFF MEETING

10 September 1968 - 1050 Hours

ACTION ITEMS

1. Office Heads should meet with the DD/S prior to 1 October to discuss employees who might be placed in the CIA Retirement System.
2. Support Offices to identify and transfer positions to the Support Services Staff for SIPS.

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Establishment of SIPS T/O

1. After having tried unsuccessfully to get positions established for SIPS as a result of BALPA I it has now been determined that we must establish a firm T/O for the SIPS part of the Support Services Staff.

2. There are 39 positions currently involved with all offices being affected (A). We will be required to:

a. Transfer an Office position at least equivalent to the grade of the person now on board with SIPS.

b. Transfer the individual now detailed to SIPS to the new position.

c. Transfer money to cover the salary of the detailees who are being transferred.

In addition, each employee transferred to SIPS in the future will carry a position with him from the Office which he is leaving.

3. We will be making this transfer effective October 1, 1968 and will be talking with each of you within the next few days with regard to the identification of the positions related to your employees currently on board in SIPS.

4. This has been a difficult decision to make but in the light of the importance of the program we have no other choice.

(A) Pers.	8
Fin	7
OTR	3
OL	9
Commo	4
Sec	6
OMS	1
G/DDS	1
Total	39

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